

**Bridges Library System Board Meeting Minutes**  
**May 15, 2018**

PRESENT: Dick Nawrocki, Larry Nelson, Linda Ager, Rose Sura, Jim Heinrich, Art Biermeier, Nancy Wilhelm, Jean Yeomans, Howard Pringle

ABSENT: Amy Reichert, Dwayne Morris

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Director and Resource Library; Leann Lehner, Jefferson Public Library Director and APL representative; Angela Meyers, Bridges Library System Coordinator of Youth and Inclusive Services; Amy Lutzke, Dwight Foster Public Library Assistant Director/Reference librarian and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Dick Nawrocki, the Board President, called the meeting to order at 6:00 p.m. at the Jefferson Public Library.

Comments for the Public: None.

Correspondence: Meg Henke noted that included in the trustee's meeting folder is correspondence dated April 23, 2018 from Kurt Kiefer, Assistant State Superintendent notifying us of the initiation of the final 2018 state aid payment funding transfer in the amount of \$314,317.

Wisconsin Author Project Presentation: Amy Lutzke, Dwight Foster Public Library Assistant Director/Reference librarian, provided an informative presentation about the Wisconsin Author Project. Made possible, in part, by the Institute of Museum and Library Services, libraries are helping local authors get the recognition they deserve for writing great books. Wisconsin residents who are authors of self-published adult or young adult fiction are invited to submit their work for digital publication. One winner will receive \$1,000, a write-up in *Library Journal's* December Best of Books print issue and *Library Journal's* Digital Review, be honored at ALA Midwinter 2019 THRIVE event in Seattle, and be invited to speak at the Wisconsin Library Association Annual Conference in October. One runner-up will receive a write-up in *Library Journal's* Digital Review and an invitation to speak at the Wisconsin Library Association Annual Conference in October. Submissions are due June 30th. The submitted books will be reviewed by staff at *Library Journal* and by members of a WLA committee. For more information or to submit a book for consideration, visit the Wisconsin Author Project website at <https://www.wplc.info/authorproject>.

Meeting Minutes: A Jean Yeomans/Art Biermeier motion to approve the minutes for the April 2018 Bridges Library System Board meeting as presented passed 8-0 in favor and an abstention from Howard Pringle. Another motion made by Art Biermeier and Nancy Wilhelm to approve the April 2018 Bridges Library System Strategic Planning Retreat minutes as submitted passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Report:* A Jim Heinrich/Rose Sura motion to approve the monthly invoices for funds 210 and 215 for May 2018 as submitted passed unanimously.

*Financial Report:* A Jim Heinrich/Howard Pringle motion to accept the April 30, 2018 financial statements as submitted passed unanimously.

## **REPORTS**

*APL:* Leann Lehner reported APL met on 5/11 in Oconomowoc. At the meeting, Mellanie Mercier passed out the draft version of the CAFÉ user survey. It will be linked into the catalog, promoted on social media, etc. APL directors shared their favorite Ideas learned at Wisconsin Association of Public Libraries (WAPL) conference. It was mentioned that MARC records for Gale courses have been entered into CAFÉ. Thank you to the Bridges Library System Board for the Public Library System Redesign (PLSR) letter sent to the steering committee.

*Resource Library Report:* Bruce Gay reported that on May 3, the Waukesha Public Library (with the support of the Friends of the Library) hosted a reception for WAPL conference attendees. The reception featured Sam Llanas, formerly of Waukesha's own BoDeans, along with beer samples from Waukesha brewery Raised Grain. About 80 attended the event and were very complimentary of the library. Many library staff attended the WAPL conference, including Children's department head Kerry Pinkner and librarian Kelly Bolter, who reported on their experience at the Public Library Association (PLA) conference in March. Bruce reported that he also attended a SRLAAW meeting during the conference. Staff and trustees from the Watertown Public Library toured Waukesha Public Library on Monday, April 30, as part of their fact-finding in anticipation of an addition to the Watertown Public Library. The group was particularly interested in Waukesha's children's room, which includes a flexible space for programming along with an early literacy center. Bruce reported that the library's strategic planning committee had its first meeting on April 23. At the meeting, tasks and a full timeline were reviewed. Currently the library is in the information gathering phase of the planning process, which will include a staff S.W.O.T. analysis, a community survey, three or more "community conversations," and a review of available library and community data. The plan is scheduled to be complete in September. The library has contracted with WILS to facilitate the strategic planning effort. Michelle Gagner has been selected as the Library's Community Library Liaison. This full time position is funded through a partnership with the School District of Waukesha (SDOW) and will work to improve communication and share resources between the two organizations. Michelle has been a library associate at Waukesha since 2012 and received her library science degree last year. The Friends of the Waukesha Public Library held their annual "Mystery Mingle" on Friday, April 27.

*Bridges Staff Report:* Meg Henke stated there were no updates since the staff report information contained in the meeting packet.

*Bridges Director's Report:* Connie reported she attended a Library Development & Legislation (LD&L) budget meeting with Dr. Tony Evers in Madison earlier in the day to prepare for the next state biennial budget request. On Friday, May 18 PLSR will be meeting with the Core Recommendation Collaborators (CRC) group to talk about the proposed governance models. It is likely that 3-4 models will be proposed at this meeting. Connie reported that nearly 80% of all Wisconsin public libraries responded to the library system satisfaction survey as part of the PLSR project. There was a high level of satisfaction reported with 80% of respondents reporting satisfaction levels from 8-10 on a 10 point scale. In early June, the models will be narrowed down to a chosen model with a final report to be issued at the end of August or early September.

## DISCUSSION/ACTION ITEMS

*Accessibility Scan Memorandum of Understanding:* Angela Meyers presented the overall plan for 2018 Accessibility scans for twelve (12) Waukesha County Libraries and five (5) Jefferson County libraries. Initially this project was planned to be a 2017/18 LSTA grant project but the state decided not to fund individual LSTA projects in 2017/2018. Plans were based on estimates formed in 2016 and subsequently put into the 2018 operating budget. Society's Assets in Racine will complete Jefferson County scans and reports and Independence First from Milwaukee will complete the scans and reporting for Waukesha County libraries. A Howard Pringle/Rose Sura motion to approve the accessibility scans memorandum of understanding as submitted passed unanimously.

*Café Grievance Policy:* Connie presented the existing grievance policy which was out of date since the Jefferson County library merger with WCFLS. A proposed change was made by Howard Pringle to change the working on Section III to read ... "*Member libraries will be given twenty (20) **business** days for comment prior to the final adoption by the Board of Trustees.*" The incorporation of **business** days would allow local library boards to discuss and register their grievance in the event an issue came to that level of importance. A Howard Pringle/Linda Ager motion to approve the CAFE membership grievance policy with noted modifications submitted passed unanimously.

*Strategic Plan Discussion:* Connie reported the Bridges staff met to debrief on Friday, April 20 to continue to identify the priorities that will be the basis for the new plan. The strategic plan will focus on five key areas of direction: technology, funding, advocacy, community and support. In June, a draft plan will be created and presented to APL and then on to the Bridges Board for consideration in June. Jim Heinrich thanked Nancy Wilhelm for facilitating the strategic planning process for Bridges. Her knowledge of libraries was a key part of the success of the day.

Next meeting: **Tuesday, June 19, 2018 at 6:00 p.m.** at the **Karl Junginger Memorial Library in Waterloo, WI.**

At 7:32 p.m., a Jim Heinrich/Linda Ager motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Jean Yeomans  
Board Secretary